



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **YMCA of Montclair School Age Child Care Program Parent Handbook 2017-2018**



**Montclair YMCA  
25 Park Street, Montclair, NJ 07042  
973-744-3400  
montclairymca.org**

## **Welcome to Our SACC (School Age Child Care) Program**

The Montclair YMCA's SACC Programs are a great place for children to be in the morning and afternoon. It is designed to meet the needs of today's working parents and their children. Participants in the SACC Programs are involved in age appropriate activities, which are planned and supervised by experienced staff. All school age programs are licensed by the state of New Jersey. All programs stress the YMCA's "character development" values of caring, honesty, respect and responsibility.

## **Program Philosophy**

At the YMCA of Montclair, we believe that building a child's healthy spirit, mind and body are the essential keys to their overall growth and development. The YMCA provides positive ways to build a child's self esteem so children can learn to adapt successfully to the world. We encourage development of each child's critical thinking skills, language skills and self expression, while using their creativity and imagination. Our programs and activities are designed to meet the needs of the whole child. Our hands-on, experience-based approach promotes comprehensive child development, while fostering a love of learning.

Children enrolled in our School Age Child Care (SACC) Programs will be exposed to a core curriculum throughout the school year, which includes physical health and nutritional education, character building, and personal growth..

## **Tuition Payments**

All payments are due by the 1st of each month. Payments received after the 1st of the month are subject to a \$10.00 late fee per child. Payments can also be made through our automatic E-Pay plan and online service. Payments cannot be accepted at program sites. Payments can be mailed to or made in person at the YMCA. It is our policy that monthly tuition is paid in full. We do not prorate for absences or by the hour. If needed, children can be withdrawn for one or more months at a time. If a child is withdrawn, and that program has a wait list, the child WILL lose their spot. We do not hold spaces under any circumstances.

*Please contact Shirley Farquharson, Billing Coordinator at (973) 415-6106 should there be extenuating circumstances regarding payments*

*Financial assistance is available for those who qualify.*

**Important:** The Extended Care tuition fees are based on the number of school days, broken down to ten equal monthly installments for your convenience. The fee is not based on the number of calendar days per month, and prorating of fees is not available. The only exception is if you enroll after the 15th of the month. All scheduled changes and withdrawals from the program **MUST** be requested through the Extended Care Billing Office and received by the 20th of the month or you will be responsible for next month's tuition

## **E-Pay withdrawals**

We are happy to offer the option of paying tuition for the SACC Program through a monthly bank draft plan. By utilizing this system, the Montclair YMCA will automatically deduct tuition payments from your checking account or credit card on a monthly basis. If you are interested in the e-pay plan, you must fill out the form that is provided in the parent pack or call the business office at 973-415-6106.

## **Online Tuition Payments**

The Montclair YMCA also offers the option of paying the Extended Care Program tuition online. Members can now make their monthly tuition payments and check their account. Log on to our web site at [montclairymca.org](http://montclairymca.org) and click online registration. Your family must have a current e-mail address registered in our database. If you do not have a current e-mail address registered, call the YMCA Support Line 973-415-6114 or e mail your questions to [registration@montclairymca.org](mailto:registration@montclairymca.org) and provide us with an e-mail address and we will be able to help you set up the online payment process.

## **IRS/Tax Statements**

We recommend that parents keep a record of payments for IRS purposes. We do not give receipts of payments. Cancelled checks are an acceptable receipt for payments. Our tax I.D. number is 221-487-617

## **Changes and Withdrawals**

In order to change a child's schedule, parents must contact Shirley Gravely, Billing Coordinator 973-415-6106. Changes must also be reported to the onsite director.

## **Schedule**

If your child's school has a Before Care Program, this program will begin at 7:30 am. All students must be currently registered for the program and an adult must sign the child into the program each day.

After School Programs run from dismissal until 6:00 p.m. (Montclair and Bloomfield sites are until 6:30p.m.) including scheduled half days. Fees include all half days.

## **A Typical SACC Day**

A typical day starts with attendance, followed by snack and homework. Planned activities such as sports and games, outdoor play, arts and crafts, and enrichment are also offered during the program. The Site Supervisor is responsible for overseeing all aspects of the daily program operations with help from their Program Assistants. If you have any questions or concerns, please speak to the Site Supervisor.

- **Attendance** – Program staff spend the first part of everyday verifying that the children who are scheduled to be at the program site are accounted for as per the daily Attendance Roster. If your child is going to be absent from the program on a regularly scheduled day, please call the message line for your child’s program site and leave a message for staff prior to 11:00 am. If your child is expected at the program and does not arrive, the program staff must make all attempts to locate your child, which causes unnecessary stress at the beginning of the program. Parent communication is essential for your child’s safety and ensuring our staff is aware of the whereabouts of your child at all times.
- **Homework** –Homework time is available to all children in the after school program. Homework is held for up to one hour each day and offers your child an opportunity to start their homework with guidance from our staff. Our staff encourages independent work - it is not our staff’s responsibility to check your child’s work for accuracy. Please note: depending on their grade and number of assignments, they may not be able to finish all of it during homework time.
- **Snack** - Snack is provided by the YMCA and will consist of crackers, fruit, juice, water, cheese, etc. Please inform staff if your child has any food allergies or restrictions. You may provide additional snack for your child.
- **Program Activities** – A wide variety of structured and staff directed activities are offered each day including indoor and outdoor play and sports, arts and crafts and other enrichment activities. Program specialists and special events are also scheduled on a regular basis to enhance the daily program at each site. Children are strongly encouraged to participate in group activity.

***Children’s Personal Items*** - We are committed to minimalizing screen time in our programs. Children are not encouraged to bring toys or electronic games from home, such as DSs, Gameboys, iPods or cell phones. ***The YMCA is not responsible for these items in the event they are lost or damaged.***

***After School Activities*** - If your child is to attend any after school activities in the school building such as: Scouts, Sports or Enrichment Programs, please inform the staff in writing at least one day ahead. You must indicate the location of the activity within the building and the approximate time your child will be returning to the After School program. If this is an ongoing activity, you may send in a letter stating all the dates on which that activity takes place. It is not the responsibility of our staff to escort your child to or from any activity.

**Free Play/Choice Time:** After a full school day, it is important that children are able to choose some activities of their own. A period is set aside each day for children to pursue activities that interest them such as indoor, outdoor or gym play, socializing with friends, games, etc.

## **Staff**

The before and after care programs are overseen by Lisa Aulisi, Senior Program Director. Kim Burrows, Robert Casale and Kate Torsiello are Program Directors and are responsible for the supervision and planning of the SACC Program. Each site is run and supervised by an onsite director and staff who have been selected for their skills, experience and leadership with children.

## **Important Contact Information**

### **Shirley Farquharson SACC, Billing Coordinator**

(paper work, address and schedule changes, withdrawals, receipts, payments etc.)

Phone: 973.415.6106

E mail: [sfarquharson@montclairymca.org](mailto:sfarquharson@montclairymca.org).

### **General Information**

#### **Lisa Aulisi, Senior Program Director of SACC**

Phone: 973.413.6134

E mail: [laulisi@montclairymca.org](mailto:laulisi@montclairymca.org)

#### **Bloomfield Schools**

##### **Lisa Aulisi, Senior Program Director of SACC**

Phone: 973.415.6140

E mail: [laulisi@montclairymca.org](mailto:laulisi@montclairymca.org)

#### **Cedar Grove and Verona Schools**

##### **Rob Casale, Program Director**

Phone: 973.415.6117

E mail address: [rcasale@montclairymca.org](mailto:rcasale@montclairymca.org)

#### **Montclair Schools**

##### **Rob Casale, Program Director**

Phone: 973.415.6117

E mail address: [rcasale@montclairymca.org](mailto:rcasale@montclairymca.org)

### **Extended Care Absentee/Message Line (973) 746-8764**

**(to be used before or after program hours)**

Our staff checks messages at the beginning of each day. If your child will not be attending the Extended Care Program, please call the message line by 11:00am to report the absence. All of our programs have an on-site phone to contact staff or your child during program hours

## **SACC Site Phone Lines**

Use these phone numbers to get in touch with the program staff at your child's SACC site during program hours.

### **MONTCLAIR SCHOOLS**

Bradford.....	973-783-0317
Charles H. Bullock.....	973-744-3122
Edgemont.....	973-509-6089
Glenfield.....	973-744-1218
Hillside.....	973-509-9641
Mt. Hebron.....	732-921-8241
Nishuane.....	973-509-8386
Northeast.....	973-655-9756
Watchung.....	973-655-9758

### **BLOOMFIELD SCHOOLS**

Berkeley.....	973-680-8215
Brookdale.....	973-338-4294
Carteret.....	973-680-0014
Demarest.....	973-338-0023
Fairview.....	973-259-9331
Franklin .....	973-259-3770
Oakview.....	973-338-5449
Watessing.....	973-680-4319

### **CEDAR GROVE SCHOOLS**

Memorial Middle School .....	973-418-5148
North End.....	973-256-0351
South End.....	973-239-4335

### **VERONA SCHOOLS**

Brookdale.....	973-239-2295
F.N. Brown.....	973-239-1980
Forest Avenue.....	973-857-8935
H.B. Whitehorne.....	973-571-1057
Lanning.....	973-418-5150 or 973-571-0718

### **Attendance/Illness/Emergency**

Parents are responsible for calling the SACC Message Line to notify the YMCA that their child will not be attending the program on a particular day due to illness or other circumstances.

- Parents whose children are in the Before Care Program must call the message line by 7:00 am.
- Parents whose children are in the After Care Program must call the message line no later than 11am.
- If you know that your child is going to be out the night before, you may call at that time since the message line is an automated system.

If your child becomes ill during school hours and you are notified by the school nurse to pick up your child, he/she cannot attend the After School Program on that day. Be sure to call and notify us that your child will not be attending the program. If your child is absent from school, for whatever reason, he/she cannot attend the After School Program on that day. If your child becomes ill or is injured during the After School Program, a parent or emergency contact will be called. In case of an emergency, the physician listed on the medical information form will be contacted and steps necessary to ensure your child's safety will be taken. Be sure that your medical records and phone numbers are up to date. Report any changes in writing to the directors.

### **Emergency School Closing**

If a school calls an emergency closing and must close the building early, the YMCA SACC Program will not operate for that day. The school administration will notify you and you must make arrangements to pick up your child from the school at that time.

### **Inclement Weather-Delayed Opening**

- **Montclair Schools**

When Montclair schools call a delayed opening due to inclement weather or other reasons, the Before School Program will have a two-hour delay and will begin at 9:30 a.m.

- **All Other Districts**

All other districts that offer a Before School Program will NOT operate on days that schools have a delayed opening due to inclement weather or other reasons.

### **Special Needs/ Medical Issues**

The SACC Program provides reasonable accommodations for students with special needs. It is helpful for the staff to be aware of children whose medical, physical, learning, or social-emotional disabilities require special consideration. Accommodations are determined based on an individualized assessment, and in collaboration with the child's

family. We work to ensure that accommodations provide successful participation in our programs, while not fundamentally altering the nature of our programs and services.

### **Parental Responsibilities**

- To sign your child into the Before Care Program each morning he/she attends.
- To sign your child out from the After School Program at the end of each day at your program's ending time.
- To call the Extended Care Message Line (973) 746-8764 by 7:00 am for the Before Care Program and by 11 am for the After School Program if your child will not be attending due to school absences, other plans, etc.
- To keep address, phone numbers and emergency care numbers up-to-date.
- To provide any information to the SACC Program Directors regarding school problems or concerns that your child may be experiencing. The YMCA staff would like to work as a team with the child's family and school. We need to be sensitive to your child's needs in order to provide the best environment for their growth and potential.
- Homework Contract – We provide children with ample time and a quiet atmosphere to complete their homework. We will help the children if need be, but it is the parent's responsibility to review and check all work.

### **Parent Input**

We welcome your comments and suggestions for program improvement. By working together, staff and parents can develop a high quality program for our children.

### **Video Policy**

On occasion videos are shown at programs. Only G and PG rated movies are shown. You will be told the title of the movie and sign a permission slip in advance.

### **Transportation**

Staff will not transport children in their own vehicles. If there is a need to transport children, they may be transported in the YMCA's licensed and registered vehicles; otherwise contracted buses will be used.

### **Babysitting Policy**

Staff members are not allowed to sign out any child from the program or transport any child in their own car unless the staff and the child or the child's family or guardian is related. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to their home. This policy is also consistent with recommendation made by the National Council for the Prevention of Child Abuse and many child care licensing consultants across the country.



## About Your Youth Membership

Each child who participates in a YMCA program is required to have a current YMCA Youth Membership. This membership allows your child to use the YMCA facilities during youth open swim and gym times. A schedule of youth open swim/ gym times is available at the YMCA. The YMCA Youth Membership also allows you to sign your child up for other programs at the YMCA. Please look through the YMCA brochure for a listing of youth classes and class fees.

## OTHER SCHOOL RELATED PROGRAMS AT THE MONTCLAIR YMCA

*Live Y'ers Program:* A full day program designed for working parents which runs from 7:30 am to 6:30 pm during school holidays. Children in grades Pre-K – 6th grade are involved in a variety of activities and day trips. Space is limited, so early registration is recommended.

*Snow Day Camp:* This program is held when the Montclair School District has called a snow day. Children in grades Pre-K – 6th are involved in activities that include arts and crafts, games, gym time and swimming.

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**The following policies are required as part of the Licensing of our programs through the State of New Jersey: Department of Children and Families Office of Licensing**

### **CHILD RELEASE POLICY**

A. Each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent(s) to take the child from the site and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached. A child shall not be visited or released to a non-custodial parent unless the custodial parent specifically authorizes the site to allow such visits or release in writing. This written authorization, including name, address, and telephone number shall be maintained in the file. If a non-custodial parent has been denied access to a child by a court order, the YMCA shall secure documentation to that effect and maintain a copy in the file.

B. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified in (A) above, fails to pick-up a child at the time of the site's closing. The procedure shall require:

- the child is supervised at all times;
- staff members attempt to contact the parent(s) or person(s) authorized by the parent(s);
- schools close at 7:00 pm; at this time, children will be transported to the YMCA, 25 Park Street, Montclair for parent pickup.

- At 8:00 pm, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s) have failed and the staff members cannot continue to supervise the child at the YMCA, the staff member shall call the Division's 24 hour Child Abuse Hotline 1-800-792-8610 to seek assistance in caring for the child until the parent(s) or person(s) is able to pick-up the child; and;

C. Written procedures to be followed by the staff member(s) if the parent(s) or person(s) authorized by the parent(s), appear to be physically and/or emotionally impaired to the extent that, in the judgment of the Director and/or staff member, the child would be placed at risk of harm if released to such an individual. The procedures shall require that:

- The child may not be released to such an impaired individual
- Staff members attempt to contact the child's other parent or an alternate person authorized by the parent(s);
- If the YMCA is unable to make alternative arrangements, as noted in (A) above, a staff member shall call the Division's 24 hour Child Abuse Hotline (1-800-792- 8610) to seek assistance in caring for the child.

- **Impaired Drivers**

As per state regulations, if a parent or other authorized individual appears to be physically/emotionally impaired to the extent that, in the judgment of the staff, the child would be placed at risk of harm, the child WILL NOT be released to that individual. Staff will attempt to contact others on the emergency/authorized pick-up list. Should the individual attempt to drive, the police WILL be called.

- **Late Pick-Ups**

Late pick-ups from the program are not allowed. Should you be delayed, it is required that you make arrangements for another authorized person to pick up your child. Parents will have to sign a late slip at the time of pick-up. After School Programs run from dismissal until 6:00 p.m. (Montclair and Bloomfield sites are until 6:30p.m.) A late fee of \$10.00 for each 10 minutes will be charged. Late fee payments will be billed on the monthly invoice. Continual late pick-ups will result in your child's permanent dismissal from the program. This policy is strictly enforced.

## **INFORMATION TO PARENTS**

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center. To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others. Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657. We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review. Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children. Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it. Our center must post a listing or diagram of those rooms and areas approved by the office for the children's use. Please talk to us if you have any questions about the center's space. Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available. Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip. Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701, or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800)514-0383 (TTY). Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at [www.state.nj.us/lps/ca/recall/recalls.htm](http://www.state.nj.us/lps/ca/recall/recalls.htm). Internet access may be available at your local library. For more information call the DLPS, DCA, toll-free at 1(800) 242-5846. Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. Such reports may be made anonymously. Parents may secure information about child abuse and

neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.nj.gov/dcf](http://www.nj.gov/dcf) and select Publications.  
OOL4/17/08

## **Policy on Illnesses/ Communicable Diseases**

To ensure the health and well being of all children in the YMCA Before and After School Program, the following policy will be adhered to:

1. Under no circumstances shall any program serve or admit any child who has any illness or symptom of an illness or disease that a physician determined required the child to be confined to home, or admitted to a hospital for medical care and treatment.
2. A child will not be admitted to a program if they have the illness or symptoms of illness listed below, unless the center receives a written medical diagnosis from a licensed physician that indicates that the child poses no serious health risk to themselves or others. Such illnesses or symptoms include, but are not limited to the following:
  - Severe pain or discomfort
  - Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea.
  - Two or more episodes of acute vomiting within a period of 24 hours
  - Elevated oral temperature of 101.5 degrees Fahrenheit or above or an auxiliary temperature of 100.5 degrees Fahrenheit or above in conjunction with behavior changes
  - Lethargy that is more than expected tiredness
  - Yellow eyes or jaundiced skin
  - Infected, untreated skin patches
  - Difficult rapid breathing or severe coughing
  - Skin rashes in conjunction with fever or behavior changes
  - Weeping or bleeding skin lesions that have not been treated by a health care provider
  - Mouth sores with drooling
  - Stiff Neck
  - Conjunctivitis ('pink eye')

Once the child is symptom free, or a licensed physician indicates that the child poses no serious health threat to themselves or others, the child may return to the program.

If a child who has already been admitted to the program manifests any of the illnesses or symptoms of illness specified in number 2 above, the program shall remove the child from the group to a separate room or area until the child can be picked up by a parent or person authorized by the parent; or the School Age Child Care Director or their designee has communicated verbally with a licensed physician, who indicates that the child poses no serious health risk to themselves or to other children, at which time the child may return to the group.

Communicable Diseases: The School Age Child Care Director shall not permit a child or staff member with an excludable communicable disease (see list below) to be admitted or remain at the program until:

- a. A note is received from a physician that states that the child or staff member has been diagnosed and presents no risk to themselves or others.
- b. The School Age Child Care Director contacts the Communicable Disease program in the State Department of Health, and is told that the child or staff member poses no health risk to others.
- c. In the case of chicken pox, the School Age Child Care Director obtains a note from a parent or staff member that at least six days have lapsed since the onset of the rash, or that all sores have dried or crusted.

\* Reportable Diseases: If an enrolled child or staff member has been diagnosed as having contracted or is suspected of having a reportable disease, then the School Age Child Care Director must report it to the Local Health Department. If there is any outbreak of an Excludable Disease at the program, each parent whose child may have been exposed to the disease shall receive a written notice of the outbreak.

*Administration of Medicine* - No medication will be administered to your child by staff in the Before/After Care Programs.

## Table of Excludable Communicable Diseases

### Respiratory Illnesses

Chicken Pox  
German Measles\*  
Hemophilus Influenza\*  
Measles\*  
Meningococcus\*  
Mumps\*  
Strep Throat  
Tuberculosis\*  
Whooping Cough\*

### Gastro-Intestinal

Illnesses  
Campylobacter\*  
Escherichia coli\*  
Giardia Lamblia\*  
Hepatitis A\*  
Salmonella\*  
Shigella\*

### Contact Illnesses

Impetigo  
Lice  
Scabies  
Shingles

### **Off-Site Trip Policy**

In accordance with the Manual of Requirements, we must provide parents of advance notice of any field trip, outing or special event involving the transportation of children and receive written consent of the parent before taking a child on such a trip.

On occasion children will participate in walking trips outside the building with classmates and adequate supervision parents will be notified in advance of such trips.

*In the event of an emergency that requires the school to be evacuated, YMCA staff will escort children off the school grounds if instructed by Emergency Responders. Permission is granted by signing the Parent Agreement.*

## **Discipline and Expulsion Policy**

Unfortunately, there are reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

### **Immediate Cause for Expulsion**

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

### **Parental Actions for Child's Expulsion**

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization record.
- Habitual tardiness when picking up your child
- Verbal abuse to staff.

### **Child's Actions for Expulsion**

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

## **SCHEDULE OF EXPULSION**

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.
- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare of safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

## **A Child Will Not Be Expelled**

If a child's parent(s):

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questions the center regarding policies and procedures.

## **PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION**

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, program staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.

**The YMCA of Montclair enforces New Jersey's 'Anti-Bullying Bill of Rights Act' in all of our programs. Any instances of intentional aggressive behavior (physical or verbal as well as exclusion) and any online bullying, intimidation or harassment based on appearance, race, religion, ethnicity, gender, sexual orientation or disability will not be tolerated. The YMCA of Montclair works closely with our host schools to prevent bullying. Any incidents that occur in the Before or After Care programs run by the YMCA of Montclair will be shared with the school administrators.**